

PRE-JOB BRIEFING CHECKLIST

Job Title: _____ Procedure or Tracking #: _____

Name/Title of Person Conducting Briefing: _____ Date/Time: _____ / _____

The objective of a good pre-job briefing is to communicate an understanding of scope, hazards, and mitigation to enable the safe completion of work. Follow MCP-3003 for requirements. Additional Radiological Work Permit requirements found in box 11, page 2.

Initial each box upon completion of the section during the pre-job briefing. Mark N/A in the comment box if this section is not applicable to this job.

Initials

1. Discuss Scope of Work to be Performed and Limiting Conditions

Comments:

2. Review Hazards of the Job and Mitigation of those Hazards (JSA's, Permits, LO/TO)

Comments:

3. Review Work Procedures and Initial Conditions Involved

Comments:

4. Discuss Emergency Escape Routes

Comments:

5. Discuss Roles and Responsibilities, Stop Work, Training, and Work Restrictions. Identify job supervisor in charge.

Comments:

6. Discuss Needed Tools and Equipment

Comments:

7. Discuss Safety, Radiological (see box 11), Environmental Requirements/Wastes

Comments:

8. Discuss Error Likely/Feedback/Lessons Learned

Comments:

9. Summarize Scope, Hazards, and Responsibilities

Comments:

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Comments:

11. Minimum Radiological Work Permit (RWP) Requirements

Additional Notes and Comments and other Building/Equipment/Process specific pre-job checklists covered.

Scope of work
Radiological conditions of the workplace
Procedural and RWP requirements
Special radiological control requirements
Radiologically limiting conditions (may void RWP)
Radiological control hold points
Communication & coordination with other groups
Housekeeping and final cleanup provisions
Emergency response provisions

[illegible]

- (1) Supervisor initials to verify employee's required training for planned work is current. Mark N/A for not applicable.
(2) Worker's initials indicate attendance at the pre-job briefing and satisfactory understanding of all items discussed.

By my signature, I indicate that I have conducted the pre-job briefing covering all items indicated above concerning the requirements specified for the work to be performed.

Person Conducting Briefing:

Date/Time: /